

Green Tier Advisors

ISSUE PAPER

[Meeting Date]

X.X [Version-for each of the meetings, more than one version may be done for the meeting and papers may carry over from one meeting to the next]

ISSUE TITLE: [One line descriptor of the Issue]

ISSUE SUMMARY:. [Three to five lines describing the issue]

EDITOR: [Name of the principal person who did the drafting and editing]

CONTRIBUTORS: [Names of the individuals contributing to the paper – staff, advisors and others]

BACKGROUND: [Information that provides an historical, legal and factual base for the discussion of the issue]

ALTERNATIVES: [Based upon the background, a one or more approaches that could be used to help frame the discussion and address the issue(s) identified]

DISCUSSION: [For those instances when there are contributions before the meeting from multiple parties such as advisors, program staff, other interests, etc. that would provide a context for the discussion]

DISCUSSION SYNOPSIS: [Chronological summary of the discussions from the meetings]